

LYNCHBURG CITY COUNCIL
Agenda Item Summary

MEETING DATE: **November 12, 2002**

AGENDA ITEM NO.: 17

CONSENT:

REGULAR: **X**

CLOSED SESSION:
(Confidential)

ACTION: **X**

INFORMATION:

ITEM TITLE: **FY 2002 Carry Forward And Appropriation Of Grant Funds**

RECOMMENDATION: After the public hearing adopt an ordinance:

1. Amending the FY 2003 Operating budget to reflect the carry forward of unexpended funds in FY 2002 as noted below;
2. Converting a wage position to part-time classified in the Juvenile Detention Home Fund; and,
3. Appropriating grant funds in the amount of \$320,700 for the Shelter Plus rental assistance program.

SUMMARY: The following funds are amended to reflect the carry forward of funds:

	<u>Adopted FY 2003</u>	<u>Recommended Carry Forward</u>	<u>Amended FY 2003</u>
General Fund			
Operations	\$79,336,354	\$1,413,876	\$80,750,230
Debt Service	5,589,200	0	5,589,200
Schools-Operations	27,025,411	0	27,025,411
Schools-Debt Service	4,401,015	0	4,401,015
Health Insurance Reserve	195,000	0	195,000
Reserve for Snow Removal, Streets and Bridges	250,000	0	250,000
Reserve for Contingencies	1,200,000	0	1,200,000
Capital Improvements	<u>2,189,167</u>	<u>0</u>	<u>2,189,167</u>
Total	\$120,186,147	\$1,413,876	\$121,600,023
Airport Fund			
Operations	\$1,542,357	\$ 18,084	\$1,560,441
Debt Service	544,813	0	544,813
Reserve for Debt Service	15,300	0	15,300
Reserve for Maintenance	11,200	0	11,200
Ending Balance	<u>73,808</u>	<u>0</u>	<u>73,808</u>
Total	\$2,187,478	\$ 18,084	\$2,205,562
Fleet Services Fund			
Operations	\$4,204,392	\$ 89,500	\$4,293,892
Debt Service	113,983	0	113,983
Ending Balance	<u>36,981</u>	<u>0</u>	<u>36,981</u>
Total	\$4,355,356	\$89,500	\$4,444,856

	Adopted FY 2003	Recommended Carry Forward	Amended FY 2003
Juvenile Detention Home			
Operations	\$2,271,613	\$ 536	\$2,272,149
Debt Service	272,827	0	272,827
Reserve for Contingencies	<u>50,000</u>	<u>0</u>	<u>50,000</u>
Total	\$2,594,440	\$ 536	\$2,594,976
Technology Fund			
Operations	\$245,000	\$73,165	\$ 318,165
Ending Balance	<u>336,399</u>	<u>0</u>	<u>336,399</u>
Total	\$581,399	\$73,165	\$ 654,564

Details of these adjustments can be found on Attachment A.

City Council is requested to convert a Cook wage position at the Juvenile Detention Home to part-time classified to provide equity among the Cooks at the Detention Home. Council is required to approve any positions added to the City's classified pay plan.

Finally, Council is requested to appropriate \$320,700 to the City/Federal/State Aid Fund for the Shelter Plus grant for rental assistance.

PRIOR ACTION(S): Finance Committee, November 5, 2002

BUDGET IMPACT:. As noted above

CONTACT(S): Bonnie Svrcek, Deputy City Manager, 847.1443. x 224

ATTACHMENT(S): Details of FY 2002 Carry forward
Ordinance amending the budget and appropriating funds from FY 2002 fund balances;
approving the conversion of a wage position to a part-time classified position in the
Juvenile Detention Home Fund; and appropriating grant funds to the City/Federal/State
Aid Fund

REVIEWED BY: lkp

BE IT ORDAINED That the FY 2003 Budget be amended to reflect the carry forward of FY 2002 appropriations that were unexpended as of June 30, 2002 in the General, Airport, Fleet Services, Juvenile Detention Home, and Technology Funds as follows:

	<u>Adopted FY 2003</u>	<u>Recommended Carry Forward</u>	<u>Amended FY 2003</u>
General Fund			
Operations	\$79,336,354	\$1,413,876	\$80,750,230
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Schools-Operations	27,025,411	0	27,025,411
Schools-Debt Service	4,401,015	0	4,401,015
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Capital Improvements	<u>2,189,167</u>	<u>0</u>	<u>2,189,167</u>
Total	\$120,186,147	\$1,413,876	\$121,600,023
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Technology Fund			
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Ending Balance	<u>336,399</u>	<u>0</u>	<u>336,399</u>
Total	\$581,399	\$73,165	\$ 654,564

BE IT FURTHER ORDAINED That the funds shall be used as identified in Attachment A;

BE IT FURTHER ORDAINED That City Council approves the conversion of a Cook wage position to part-time classified in the Juvenile Detention Home Fund; and

BE IT FURTHER ORDAINED That City Council appropriates \$320,700 to the City/Federal/State Aid Fund for the Shelter Plus grant for rental assistance.

Introduced:

Adopted:

Certified:

Clerk of Council

228L

Attachment A- Operating Budget

Department/Division	Project Description	Amount Requested	Amount Recommended	Comments
Assessor	Conference Room Upgrade	10,800	\$0	<i>Reconsider at FY 2003 Third Quarter Review .</i>
	Equity Adjustment & Wage Money	19,204	\$19,204	<i>Adjustments made after FY 2003 budget adopted.</i>
	Total Requested	\$30,004	\$19,204	
Comm & Marketing	Marketing Plan	53,493	\$40,000	<i>\$40,000 recommended for web site design.</i>
	Street Directory	6,500	\$6,500	<i>Funding recommended to pay outstanding invoice that cannot be absorbed in FY 2003 budget.</i>
	Total Requested	\$59,993	\$46,500	
FS - Billings & Coll	Additional Programming - Utility Billing	11,412	\$11,412	<i>Necessary to stay current with software upgrades</i>
	Upgrade Work Space	53,000	\$7,000	<i>Recommended for a space planner to determine work space design for entire Financial Services Department .</i>
FS - Accounting	Vendor File Merge Project	6,014	\$6,014	<i>Recommended by Internal Audit; will streamline current processes.</i>
	Docking Stations	600	\$0	<i>Can be absorbed in FY 2003 budget.</i>
	Wage funding for Accounting Division	8,000	\$0	<i>Can be absorbed in FY 2003 budget.</i>
	Programming Fixed Assets Reports	5,000	\$5,000	<i>Needed for reports for annual audit.</i>
	Investment Safekeeping	8,000	\$8,000	<i>Element of investments program not included in FY 2003 budget but legally required.</i>
	Modular Furniture	11,350	\$0	<i>Reconsider at FY 2003 Third Quarter Review following space planner recommendations</i>
	Check Stock	776	\$0	<i>Can be absorbed in FY 2003 budget.</i>
ND - Accounting	GASB 34 Project for FY 2002 CAFR	54,891	\$54,891	<i>Required for City to be in compliance with reporting standards.</i>
	Total Requested	\$159,043	\$92,317	
ND - Procurement	Contracts Module	\$3,756	\$3,756	<i>Funds budgeted in FY 2002 for annual software maintenance but not expended until FY 2003.</i>
	Total Requested	\$3,756	\$3,756	
Human Resources	MAST & PC Training	4,200	\$4,200	<i>Funds budgeted in FY 2002 for training but not spent; recommended to maintain training level consistent with FY 2002.</i>
	Tuition Reimbursement	1,328	\$0	<i>Not recommended; funds budgeted in FY 2003.</i>
	Total Requested	\$5,528	\$4,200	
Occupational Health	Medical Services, Pharmacy & Substance	10,000	\$0	<i>Reconsider at FY 2003 Third Quarter Review.</i>
	Total Requested	\$10,000	\$0	
IT - Administration	Permits & Inspections - Business License System	111,600	\$111,600	<i>Recommended to streamline and automate the permits, inspections, code enforcement and business license programs.</i>
				<i>RFP issued and review of proposals is underway.</i>
IT - Networks Services	Telephone Related	7,000	\$0	<i>Reconsider at FY 2003 Third Quarter Review.</i>
	Total Requested	\$118,600	\$111,600	

PW - Parks & Grounds	PWA Incentive	\$11,850	\$0	<i>Reconsider at FY 2003 Third Quarter Review to determine if department can absorb.</i>
	Total Requested	\$11,850	\$0	
	Geographic Information Systems (All Funds)	\$406,752	\$206,752	<i>Recommended due to contractual obligation; \$200,000 for aerial photography not recommended.</i>
	Traffic Controller	\$26,160	\$26,160	<i>Purchase order issued; funding recommended.</i>
	Total Requested	\$432,912	\$232,912	
PW - Streets	PWA Incentive	\$15,700	\$0	<i>Reconsider at FY 2003 Third Quarter Review to determine if department can absorb.</i>
	Total Requested	\$15,700	\$0	
Human Services - Admin	Technology for 822 Commerce Street	\$25,565	\$25,565	<i>Unspent FY 2002 funds that must be spent for technology needs.</i>
	Carriage House Roof	\$9,500	\$9,500	<i>Unspent FY 2002 funds that can be used to replace the roof.</i>
	Computers for new Building at 822 Commerce St	\$100,000	\$0	<i>Review alternative options; reconsider at FY 2003 Third Quarter Review.</i>
	Total Requested	\$135,065	\$35,065	
Sparc House	Furniture	\$1,000	\$1,000	<i>Recommended to replace damaged furniture.</i>
	Total Requested	\$1,000	\$1,000	
Parks & Recreation	Tables, Chairs & Equipment - Aviary Building	5,040	\$5,040	<i>Recommended to make the Aviary rental ready following renovations.</i>
	Total Requested	\$5,040	\$5,040	
Community Planning	Pleasant Valley/Tyreeanna	17,748	\$17,748	<i>Recommended due to contractual obligation.</i>
	Comprehensive Plan	33,158	\$33,158	<i>Recommended to fund final billings, printing of Comprehensive Plan.</i>
	Signs for Historic District	5,302	\$5,302	<i>Recommended to fund historic district signs.</i>
	Total Requested	\$56,208	\$56,208	
Economic Development	Salary adjustments due to realignment of duties	15,713	\$15,713	<i>Realignment of duties in FY 2002 after the FY 2003 budget adopted.</i>
	Strategic Plan	31,971	\$0	<i>Reconsider at FY 2003 Third Quarter Review.</i>
	Total Requested	\$47,684	\$15,713	
Non-departmental	Chart of Accounts	\$46,804	\$46,804	<i>Funding budgeted in FY 2002 needed in FY 2003 to complete Chart of Accounts and preserve funding for Project Grant Accounting.</i>
	Jail Deficit	\$158,960	\$158,960	<i>City's share of FY 2002 per diem deficit.</i>
	Lynchburg Redev and Housing	\$550,000	\$550,000	<i>Funding budgeted in FY 2002 for LRHA relocation but not expended.</i>
	Total Requested	\$755,764	\$755,764	
General Fund Total	Total General Fund	\$1,790,593	\$1,379,279	
Water - Line Maintenance	PWA Incentive Payout	\$7,750	\$0	<i>Reconsider at FY 2003 Third Quarter Review to determine if department can absorb.</i>
	Maintenance Crew-Valves & Hydrants	\$435,300	\$0	<i>Not recommended; consider in FY 2004 budget.</i>
	Total Requested	\$443,050	\$0	
Sewer - Wastewt Trtmnt	PWA Incentive Payout	\$7,750	\$0	<i>Reconsider at FY 2003 Third Quarter Review to determine if department can absorb.</i>
	Total Requested	\$7,750	\$0	

Airport Fund	Local match for VA Air Service Development Grant	\$18,084	\$18,084	<i>Necessary to match FY 2002 Air Service Development Grant; funds available from FY 2002 airport fund balance.</i>
	Total Requested	\$18,084	\$18,084	
Detention Home Fund	Cook Position	\$536	\$536	<i>Conversion of a wage position to part-time classified necessary to provide equity among the cooks and avoid turnover. Funding provides for vacation benefit.</i>
	Total Requested	\$536	\$536	
Fleet Services Fund	Vehicle Replacement	\$72,000	\$72,000	<i>Recommended for police vehicle replacement not previously budgeted; funds available from Fleet Fund balance.</i>
	Tire Machine	\$3,000	\$3,000	<i>Need to replace current machine due to age and difficulty in finding replacement parts; funding available from Fleet Fund balance.</i>
	Snap On software upgrade	\$1,500	\$1,500	<i>Budgeted in FY 2002 but purchase not completed; needed to keep diagnostic software current.</i>
	Server and PC Replacement	\$13,000	\$13,000	<i>Replacement needed due to age; funds available from Fleet Fund balance.</i>
	Total Requested	\$89,500	\$89,500	
Technology Fund	Telephone savings	\$73,165	\$73,165	<i>Transfer of FY 2002 General Fund telephone savings to the Technology Fund per Council action (June 27, 2000)</i>
	Total Requested	\$73,165	\$73,165	
Grand Total All Funds		\$2,349,513	\$1,560,564	
Grants				
Social Services	Energy Assistance	\$11,620	\$11,620	<i>Carry forward of unexpended grant funds for heating assistance in Fy 2003</i>
	Welfare to Work	\$22,977	\$22,977	<i>Carry forward of unexpended grant funds.</i>
Com. Planning and Dev.	Shelter Plus	\$320,700	\$320,700	<i>Appropriation of grant received for rental assistance to City/Federal/State Aid Fund.</i>